

## Driveway

Residential Permit

Village of Weston/ETZ

Date: \_\_\_\_\_

Permit No. : \_\_\_\_\_

Payment Type: ☐Cash ☐Check \_\_\_\_\_

**FULL COMPLETION OF THIS FORM IS REQUIRED FOR PROCESSING**

– PLEASE USE THE ONLINE FILLABLE PDF –



5500 Schofield Ave  
Weston, WI 54476

### DRIVEWAY PROJECTS AND FEES

<input type="checkbox"/> Driveway Addition or Resurfacing (Excludes seal coating)	<b>\$35.00 FEE</b>	[44/4441]
<input type="checkbox"/> New Driveway	<b>\$75.00 FEE</b>	[44/4441]

### APPLICANT INFORMATION

<b>Owner:</b> _____	<b>Project Address:</b> _____
Mailing _____	_____
Address: _____	<u>Property Zone:</u> _____
Phone: _____	Cost of Project: _____
Email: _____	_____

### CONTRACTOR INFORMATION

<b>Contractor:</b> _____	_____
Company: _____	License Number: _____
Address: _____	Phone: _____
_____	Email: _____

### GENERAL BUILDING PERMIT REQUIREMENTS

**Site Plan Required.** The site plan shall show the following features: subject site with lot dimensions, buildings, uses, fences, and other structures; easements; streets, railroads and other public right-of-ways; Driveways and proposed drive or driveway addition; Access restrictions where applicable; water ways, wetlands and floodplain boundaries; existing front, interior and rear yard setbacks. A certified surveyor may be required to complete this requirement. Wetlands are required to be re-delineated every 5 years if there is any proposed disturbance to the land. Wetlands are to be delineated by a state certified professional. Some parcel information and maps may be obtained via the [Marathon County Land Information Mapping System](#).

Has the site plan been attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the site plan include ALL the required components listed above?	<input type="checkbox"/> Yes <input type="checkbox"/> No

On a separate document, a written description of the project, which shall include materials used, warranties (if applicable), contracts (if work is contracted) and any other pertinent information must be included in the submittal of this application to be considered complete.

### ACCESS AND DRIVEWAY STANDARDS 94.12.08

**Purpose and Applicability.** The purpose of this Section is to alleviate or prevent congestion of public rights-of-way, protect and enhance property values and community aesthetics, and promote the safety and general welfare of the traveling public. This Section establishes minimum requirements for the provision of access to public rights-of-way in accordance with the utilization of various sites.

**Roadway Access Control.** Access control to public roadways and driveway access design standards shall be per Chapter 71 of the Village of Weston Municipal Code (see below).

**Depiction on Required Site Plan.** The configuration and location of all proposed access drives on a property shall be depicted on any required site plan.

**Distance from Property Line.** The distance from an access drive or parking lot to the property line shall not be less than the minimum associated setback for hard and landscaped surface areas in [Figures 5.01\(2\) and 5.02\(2\)](#), except in the case of approved shared driveways, shared parking lots, and cross-access ways.

**Width of Driveways.** All two-way access drives shall have a minimum width of 10 feet for single-family and two-family dwellings, and 24 feet for all other land uses to which this Section is made applicable (12 feet for one-way). All openings for access drives onto public streets shall have maximum widths as specified in Chapter 71 of the Code.

**Traffic Control.** Traffic into and out of all off-street parking, loading, and traffic circulation areas serving six or more parking spaces shall be forward moving, with no backing into streets or pedestrian ways.

**Surfacing.** All off-street parking, driveway, and traffic circulation areas constructed after March 18, 2015, including residential driveways, shall be surfaced and continuously maintained with a hard surface as defined below, except that gravel, crushed stone, or a similar material is permitted for:

- a. Agricultural uses.
- b. Driveways in rural and open space zoning districts, where the intersecting road is gravel or the driveway is greater than 50 feet in length.
- c. Emergency access driveways where required or approved by the Zoning Administrator.
- d. Lightly traveled service drives for non-residential uses where included as part of an approved site plan under Section 94.16.09, and where in the Village at least the first 50 feet connecting to a public street is hard surfaced.

\*In cases where gravel or crushed stone is permitted under one of the above exceptions, the portion of the driveway within the public street right-of-way shall be hard surfaced, except where serving agricultural uses, where the intersecting public road is gravel surfaced, or for uses outside of non-residential and mixed use zoning districts in the ETZ area. Where any gravel or crushed stone driveway exists, the Village Public Works Director may require a hard surface tracking pad adjacent to the public street right-of-way, or other remedial action, if he or she determines that gravel or stone is being tracked into the public street.

**All Garages to be Served by Driveways.** All garages intended for vehicle parking shall be served by a driveway extending from the garage to the curb or street edge. Where such driveway(s) meets the garage, the width shall be, at minimum, the width of all garage door openings.

**Installation Timing.** Except for apron sections within public rights-of-way, no residential driveway shall be constructed until the owner has been issued a building permit for the residence. Each residential driveway shall be constructed prior to occupancy of the associated dwelling, except in cases when construction of the dwelling is completed between December 1st and March 31st. In such cases, driveways must be installed no later than June 1st following occupancy.

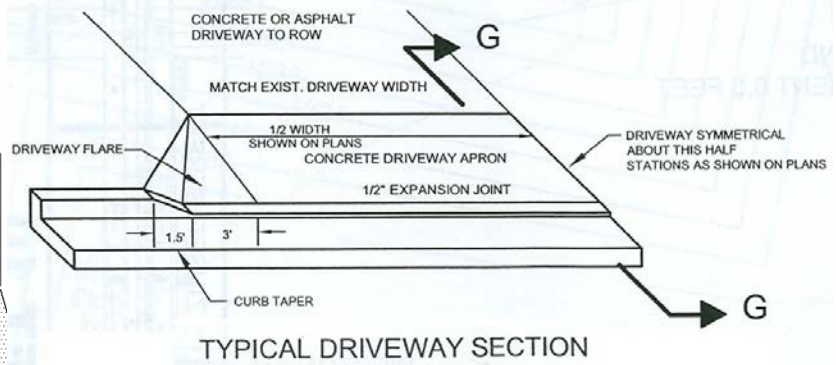
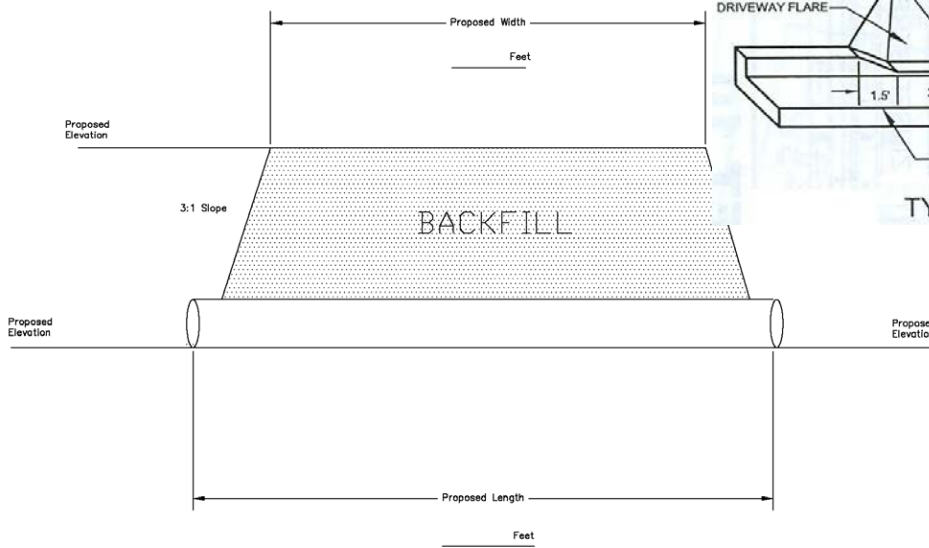
**Provision for Sidewalk.** Where the Village has planned for or approved sidewalks, driveways shall accommodate a concrete sidewalk section within the public right-of-way, built to Village sidewalk standards, to maintain connection with existing sidewalks or to allow for the connection of future sidewalks on either side of the driveway.

**Maintenance.** All driveways shall be maintained so as to prevent the transport of gravel, dirt, or other material from the property into the public right-of-way.

**Vision Clearance Triangles.** Within vision clearance triangles, no signs, structures, earthwork, vegetation, or other obstructions between 18 inches and ten feet in height shall be permitted, except for tree trunks and sign poles. The vision clearance triangle shall apply where public streets intersect, and where private driveways and alleys intersect with public streets, per the following standards (as also represented in Figure 12.08).

- (a) Where public streets intersect with each other. To draw the first two lines of the triangle, measure 20 feet from the point of intersection of the two street rights-of-way along the two right-of-way lines. Next, draw a third straight line between the ends of the first two lines to form the vision clearance triangle.
- (b) Where a private driveway or alley intersects with a public street. To draw the first two lines of the triangle, measure from the point of intersection between the public street right-of-way and the private driveway/alley surface edge a distance of 10 feet where the intersecting local street is a local street, 15 feet where a collector street, and 20 feet where an arterial street. Next, draw a third straight line between the ends of the first two lines to form the vision clearance triangle.

A saw cut joint is only permissible if the nearest joint is greater than 4 feet from a cut. The existing curb and gutter shall be removed and replaced for the entire apron width plus the additional curb and gutter to the next nearest construction joint, if less than 4 feet.



TYPICAL DRIVEWAY SECTION

Use 3/4 inch (felt) expansion joint between existing and new curb and gutter. Cutting of curb tapers and cutting off the back of the curb only are NOT PERMITTED.

## ACCESS CONTROL STANDARDS FOR DRIVEWAYS 71.4.01

By enforcing standards on access points to private property, the following standards establish levels of access control based on the functional classification of the abutting street. The functional classification accounts for use levels, potential conflicts, urban and rural landscapes, amongst other elements. In general, it is intended to separate driveways from each other as much as possible. Consideration may be given to access locations where site specific restrictions, both environmental and built, may limit compliance with these standards. Corner lots and lots that adjoin multiple streets shall only be granted access to the street with the lower functional classification. When a dimension is provided, the separation of access points is measured from the center line of the approach.

### Standards for all Accesses:

These requirements intend that with posted speeds, access points will align or offset at the suggested distance or greater from all existing or proposed access points.

#### Restrictions based on street functional classification.

**Arterial street access.** Private access may be controlled and may even be prohibited on an arterial street and any street that intersects with an arterial street by the Village, the Wisconsin Department of Transportation, Marathon County Highway Department or the Federal Highway Administration. When access is allowed to an arterial street:

- No more than one access shall be permitted or provided to an individual parcel, or contiguous parcels under the same ownership.
- All private access and other direct access to an arterial street shall be separated to the extent practical based on lot dimensions and existing or proposed development plans.
- All accesses must comply with off-street parking and traffic circulation design standards surfacing requirements in Section 94.12.09(6)(a).
- Subdivisions, land divisions, and condominium developments shall be designed in such a manner that there shall be no direct access to an arterial street from newly created lots.

#### **Collector street access.**

- No more than one access shall be permitted or provided to an individual parcel, or contiguous parcels under the same ownership.
- All private access and other direct access to a collector street shall be separated to the extent practical based on lot dimensions and existing or proposed development plans.
- All accesses must comply with off-street parking and traffic circulation design standards surfacing requirements in Section 94.12.09(6)(a).
- Subdivisions, land divisions, and condominium developments shall be designed in such a manner to discourage direct access to a collector street from newly created lots.

**Local street access.**

- a. No more than one direct access to a local street will be permitted or provided to each individual parcel, or two contiguous parcels under the same ownership.
- b. All private access and other direct access to any local street shall be separated to the extent practical based on lot dimensions and existing or proposed development plans.
- c. All private accesses off of a paved road must comply with off-street parking and traffic circulation design standards surfacing requirements in Section 94.12.09(6)(a).

**Driveway Access Design.** All access onto streets shall be designed and located in accordance with the standards established in this Chapter. The design of all accesses shall be consistent with the adopted street design standards or the standards established by the Village Board.

**Width of access:**

Use:	Width at Right-of-Way	Width at Street
Agriculture/Recreation	Based on largest vehicle anticipated to use access	
Single-family Residential and Two-Family Residential with individual access	10 to 24 feet	18 to 30 feet
Two-Family Residential with common access	20 to 32 feet	26 to 38 feet

**Grade.** The maximum acceptable grade shall not exceed 10%. Under certain circumstances, which must be defined and presented to the Village Board by the Director of Public Works or Zoning Administrator prior to the meeting/hearing on the proposal, the Village may require that the access point grade shall not exceed 6%.

**Clearance.** All driveways shall provide a driveway corridor at least 12 feet wide with no tree branches or brush extending into the driveway corridor to a height of 15 feet.

**Bridges.** All driveways that utilize bridges shall construct all bridges to support a gross vehicle weight of 50,000 pounds with a minimum twelve-foot wide clear travel surface.

**Driveway approach construction standards.**

- a. Standards for gravel. Require a minimum six inches of three-quarter-inch crushed aggregate base course.
- b. Standards for asphalt. Minimum of two-and-one-half-inch compacted depth of surface mix over six-inch compacted three-quarter-inch crushed aggregate base course; no pea gravel allowed.
- c. Standards for concrete.
  1. Forms in the approach are to be a minimum of six inches in depth.
  2. Concrete to be a minimum six-bag mix.
  3. Expansion joints six inches by 1/2 inch required between curb and driveway approach, or as directed.
  4. Concrete approaches are required where there is existing curb and gutter and sidewalk or where sidewalk is proposed in the future.
  5. Driveway approaches require a minimum concrete thickness of six inches and four-inch compacted three-quarter-inch crushed aggregate base course (no pea gravel allowed).
  6. In the absence of curb and gutter, concrete approaches are prohibited.

**Brick pavers and decorative concrete in driveway approach.** If the driveway constructed in the public right-of-way is of brick paver/decorative concrete/embossed or colored asphalt it will be the owner's sole responsibility to maintain, repair, and replace if necessary, due to any damage by the Village or other public agencies, or due to normal wear.

**Alignment.** All driveways shall be constructed within 10° of perpendicular to the accessed street center line for the first 20 feet of the access.

- a. Where possible, driveways should align on opposite sides of the street.
- b. A variance is required for unique or site-specific limitations that may exist which restrict the applicant from complying with these dimensional requirements. A variance may not be granted for any driveway that intersects the street at less than 60° under any circumstances.

**Vision triangle.**

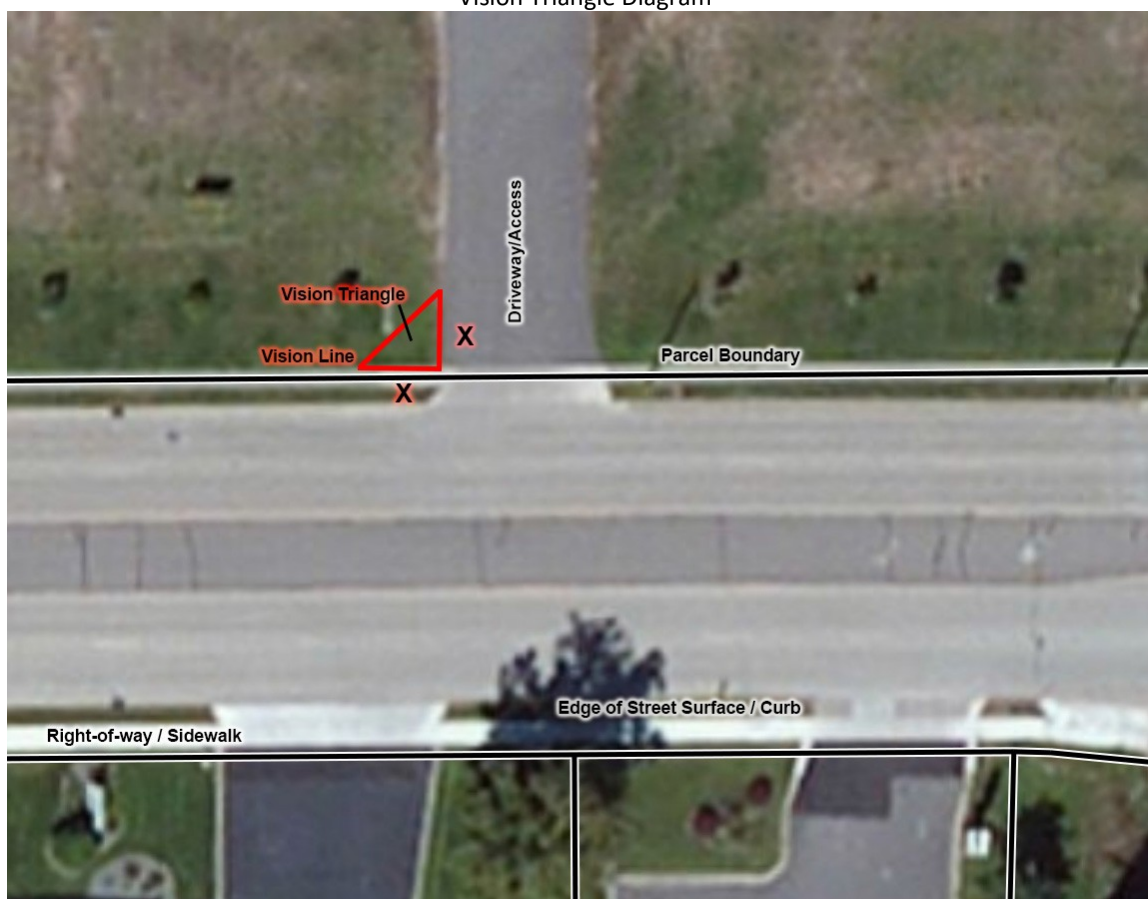
- a. No visual obstruction shall be located within a vision triangle, or the space formed by two existing or proposed right-of-way lines and/or a right-of-way to a private driveway. No structure or sign may be placed in the clear area of a vision triangle. The clear area extends from 18 inches to 10 feet above from the average height of the right-of-way elevation of the adjoining streets and/or an existing or proposed access/driveway. These constraints are depicted by Figure 71.5.01A.

- b. Vision triangle clearance distance measured from the edge of Right-Of-Way of the intersecting street and the edge of the paved or aggregate driveway surface. Figure 71.5.01B depicts the vision triangle and distances based on the functional classification of streets being accessed.

**Figure 71.5.01A.**  
Vertical Clear Sight Area



**Figure 71.5.01B.**  
Vision Triangle Diagram



**Distance 'X' Varies by Street Type:**

- 10' for Local Urban and Rural Streets (All Non-residential uses)
- 15' for Collector Streets
- 20' for Arterial Streets

**Sight distance.** Permits shall not be issued for access that allows any turning movement where the sight distance is not sufficient to provide for the safe and efficient traffic flow entering or exiting a street, or encountering the access while upon the street.

- These sight distance standards make assumptions based on observed tendencies among motorists: a driver's eye height being 3.5 feet above the access surface and the object to be seen being 3.5 feet above the intersecting street surface.
- The standards are defined for a two-lane street that is maintained all four seasons.

**Corner clearance.**

- Functional area. The intersection of two streets contains a functional area beyond the physical intersection that contains decision and maneuvering distance. To reduce conflict and promote safety, driveways must be located outside of this functional

intersection area. Locate all driveways and access points as far as practical from the intersection of two intersecting rights-of-way. Driveway access is restricted in turning lanes, which are also located in the functional area of an intersection.

<b>Street Function Type:</b>	<b>Setback from Intersection (feet)</b>
<u>Signalized Intersection:</u>	
Local (rural/urban)	75
Collector	150
Arterial	200
<u>Non-Signalized Intersection:</u>	
Local (rural/urban)	90
Collector	200
Arterial	300

- b. Sight distance. Intersection sight distance, as determined by the Director of Public Works, using the vision triangle shall be required in conjunction with intersection setbacks to ensure safety and functionality on streets. The intersection sight distance figures are defined for both uncontrolled intersections along with those where vehicles approach the intersection from a stop or yield.

**Common driveways.** Common driveways are an effective way to control the number of access points on to collector and arterial streets. When a common driveway is utilized the following apply:

- a. A common driveway easement of at least 30 feet in width shall be located on the common boundary between the two lots.
- b. If located off a paved street in the AR, or Rural Residential Zoning districts and not required to be completely paved, the owner must meet the requirements for surfacing defined in Sec. 94.12.09(6)(a) of the Zoning Ordinance.

## **OUTDOOR RECREATIONAL VEHICLE STORAGE 94.12.07**

### **General Requirements for Recreational Vehicles.**

- a. All recreational vehicles must be operable, have current registration, and be in good repair to be parked outdoors.
- b. All recreational vehicles that are also licensed, drivable motor vehicles shall be kept on a hard surface as defined in Section 94.17.04, or on gravel surface that was in existence as of March 18, 2015.
- c. Where a recreational vehicle is permitted to be stored on a vegetative surface such as grass, the grass must be maintained and free of weeds and tall grass per applicable requirements of Section 50.102(H) of the Municipal Code.
- d. Recreational vehicles shall not be stored on or extend into the public right-of-way or public access easement, including but not limited to on a public street or over a public sidewalk or path.
- e. Each recreational vehicle shall not be used as a dwelling unit for more than 7 days per calendar year, and shall not be considered or used as an accessory structure.
- f. No recreational vehicle shall be connected to municipal water, sanitary sewer, or a private on-site wastewater treatment system at any time, except for maintenance.
- g. An unlimited number of recreational vehicles may be stored in fully enclosed buildings as allowed under this Chapter.

### **Within Residential, Rural and Open Space Zoning Districts, and for Residential Uses.**

- a. A maximum of two recreational vehicles may be stored outdoors on each residentially zoned lot, and on each lot that is used for residential purposes, except within rural and open space zoning districts. Within rural and open space zoning districts, a maximum of four recreational vehicles may be stored outdoors. A trailer and other recreational vehicle(s) mounted on it shall count as one recreational vehicle for purposes of these quantitative limitations.
- b. Outdoor storage of recreational vehicles in such zoning districts shall be permitted in a side yard, but set back from the side property line a distance equal to the parking setback in the associated zoning district under Figure 5.01(2).
- c. Outdoor storage of recreational vehicles in such zoning districts shall be permitted in the front yard if on hard surface, or if on a gravel surface that was in existence as of March 18, 2015. Such hard or gravel surface shall be a component to or attached to the driveway that connects to the public roadway.
- d. Outdoor storage of recreational vehicles shall not be permitted in the rear yard in residential zoning districts, except where such storage is accompanied by a bufferyard as provided in Section 94.11.02(3)(d). Outdoor storage of recreational vehicles shall be permitted in the rear yard in rural and open space zoning districts, but set back from the rear and side property lines a distance equal to the parking setbacks in the associated zoning district under Figure 5.01(2).

### **Permitted Locations, Non-Residential Zoning Districts.**

- a. Residential uses within non-residential zoning districts shall be subject to the limitations in subsection (2).
- b. Outside storage of recreational vehicles associated with an allowed vehicle retail sale, service, or repair land use in a non-residential district, or commercial storage of recreational vehicles shall be regulated as an "Outdoor Display" land use and is subject to site plan approval for that use.
- c. Recreational vehicles shall not be stored on or extend into the public right-of-way, including but not limited to on a public street or over the public sidewalk.

## IMPERVIOUS SURFACES

**All impervious surfaces must be identified** on the property. Impervious surfaces includes the footprint of all existing and proposed structures, driveways, private walkways/sidewalks, patios and any other hard surfaces. All parcels must maintain a Landscape Surface Ratio (LSR). The following must be completely filled out. Failure to fill out this portion of the permit will result in the status of this application as incomplete.

**Hard surface:** A dustless, all-weather surface including concrete, asphalt paving, "black-top," pervious pavement, interlocking pavers, paving stones commercially designed and manufactured for the proposed purpose, any combination of these materials, or other similar material approved by the Zoning Administrator. Does not include gravel, other crushed stone, limestone screenings, clay, or other loose aggregate or organic material.

**Landscaped surface area ratio (LSR):** The percentage of the gross site area or lot area that is preserved as permanently protected landscaped area (green space), including vegetative roofs meeting the definition in this section.

### Existing Impervious Surfaces:

Building Footprints:	(Principal and Accessory structures)						Ft <sup>2</sup>
Driveways/Parking Lots:	Surface Type:	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Concrete	<input type="checkbox"/> Pavers	<input type="checkbox"/> Gravel		Ft <sup>2</sup>
Walkways/Sidewalks:	Surface Type:	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Concrete	<input type="checkbox"/> Pavers	<input type="checkbox"/> Gravel		Ft <sup>2</sup>
Patio:	Surface Type:	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Concrete	<input type="checkbox"/> Pavers	<input type="checkbox"/> Gravel		Ft <sup>2</sup>
Other Hard Surfaces:	Surface Type:						Ft <sup>2</sup>
						<b>EXISTING IMPERVIOUS TOTAL:</b>	<b>Ft<sup>2</sup></b>

### Proposed Additional Impervious Surfaces:

Building Footprints:	(Principal and Accessory structures)						Ft <sup>2</sup>
Driveways/Parking Lots:	Surface Type:	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Concrete	<input type="checkbox"/> Pavers	<input type="checkbox"/> Gravel*		Ft <sup>2</sup>
Walkways/Sidewalks:	Surface Type:	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Concrete	<input type="checkbox"/> Pavers	<input type="checkbox"/> Gravel*		Ft <sup>2</sup>
Patio:	Surface Type:	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Concrete	<input type="checkbox"/> Pavers	<input type="checkbox"/> Gravel*		Ft <sup>2</sup>
Other Hard Surfaces:	Surface Type:						Ft <sup>2</sup>
						<b>PROPOSED ADDITIONAL TOTAL:</b>	<b>Ft<sup>2</sup></b>
						<b>EXISTING IMPERVIOUS TOTAL:</b>	<b>Ft<sup>2</sup></b>
						<b>NEW IMPERVIOUS SURFACE GRAND TOTAL (Add PROPOSED and EXISTING):</b>	<b>Ft<sup>2</sup></b>

### Landscape Surface Ratio Calculation:

NEW GRAND TOTAL: \_\_\_\_\_ Divided by LOT SIZE: \_\_\_\_\_ Multiplied by **100** = \_\_\_\_\_ %



## REIMBURSEMENT FOR DEVELOPMENT REVIEW SERVICES

The Village Planner, Village Engineer, Public Works Director, Village Attorney, and other Village staff and consultants may expend time in the administration, investigation, and processing of development review applications. In addition, the Village may retain the services of other professional consultants—including but not limited to landscape architects, architects, environmental specialists, and recreation specialists—in the investigation and processing of such applications.

Reinforcing the requirements of Section 94.16.18(4) of the Village zoning ordinance, the signing and submittal of this application or petition for development review shall be construed as an agreement to pay for professional consulting services associated with the administration, investigation, and processing of this application or petition. The Village Administrator shall retain sole discretion in determining when and to what extent it is necessary to involve one or more professional consultants in the review of each application or petition.

The Applicant shall be responsible for the costs for such professional consulting services. The Applicant shall pay such costs upon receipt of one or more invoices from the Village, following the execution of the development review services associated with the application. In the event the Applicant fails to pay such costs, the responsibility shall pass to the property owner, if different, under the same terms. Development review fees that are assigned to the Applicant or property owner, but that are not actually paid, may then be imposed by the Village as a special charge on the affected property.

In the event the Village should chooses to exercises the above stated policy, and as stated in the Zoning Code, the applicant shall be notified and consulted with prior to Staff expending additional time that is not already built into the review process fee and/or the hiring of a professional consultant for the review, processing and investigation of this application. The intent of the Zoning Administrator is to exercise this policy in extreme and unusual circumstances or in the absence of the Zoning Administrator.

## STATEMENT OF UNDERSTANDING AND SIGNATURES

By signing and dating below, I acknowledge that I have reviewed and understand the Village of Weston zoning ordinance and its standards of approval related to this application; read, understand, and accept my responsibilities under the reimbursement section above; submitted an application that is true, correct, and complete to the best of my knowledge; acknowledge that Village officials and/or employees may, in the performance of their functions, enter upon the subject property to inspect or gather information necessary to process this application; understand that all meeting dates are tentative and may be postponed by the Village for the reason of incomplete submittals or other administrative reasons; if this application is approved, agree to abide by this application, approved plans, and required conditions associated with plan approval in the development of the subject property; and understand that the Village's zoning ordinance and/or the conditions of development approval may specify timeframes within which I must take certain actions related to the development of the subject property, or risk having the approval being nullified. **Failing to attach the required components to this application will deem the status of this application as incomplete. Incomplete applications will not be reviewed and shall be discarded within 30-days if the application status remains incomplete. Any fees collected will not be refunded. ALL FINALIZED PERMITS WILL BE SENT VIA EMAIL OR BE PICKED UP AT THE MUNICIPAL CENTER. Permits will not be sent by mail.** Work on the proposed project cannot begin without the issuance of a permit. Permits filled after the fact shall be subject to double the fee and a \$50.00 fine.

If a culvert is required and if the ditch is not appropriate prior to the (re)installation of the driveway, I, the owner of the property and applicant of this permit agrees to provide a proper size culvert and restore driveway on the right-of-way (ROW) at the time of ditching.

Signature of Applicant

Date

☐ Property Owner    ☐ Contractor



## STAFF REVIEW

PIN: \_\_\_\_\_ Zoning: \_\_\_\_\_ ☐ Village ☐ ETZ  
Filed After the Fact: ☐ Yes ☐ No Fine Imposed: ☐ Yes ☐ No Amount: \_\_\_\_\_  
Lot Size: \_\_\_\_\_ Principal Building Footprint: \_\_\_\_\_

### Required Driveway Setbacks and Standards:

Front: \_\_\_\_\_ Interior: \_\_\_\_\_  
Rear: \_\_\_\_\_ Area: \_\_\_\_\_  
Coverage(%): \_\_\_\_\_ LSR: \_\_\_\_\_

### Proposed Driveway Setbacks and Specifications:

Front: \_\_\_\_\_ Interior: \_\_\_\_\_  
Rear: \_\_\_\_\_ Width: \_\_\_\_\_  
Area: \_\_\_\_\_ Area: \_\_\_\_\_  
Material: ☐ Asphalt ☐ Concrete ☐ Pavers ☐ Gravel  
New  
Coverage(%): \_\_\_\_\_ New  
LSR: \_\_\_\_\_

Plan Commission Approval Required: ☐ Yes ☐ No Meeting Date: \_\_\_\_\_  
Plan Commission Decision: ☐ Approved as presented ☐ Approved with modifications ☐ Denied

Culvert Required: ☐ Yes ☐ No ☐ Future Required Diameter: \_\_\_\_\_ Required Length: \_\_\_\_\_

\_\_\_\_\_  
Signature of Building Inspector or Designee Date

\_\_\_\_\_  
Signature of Director of Public Works or Designee (if required) Date

Permit Number(s) \_\_\_\_\_ ☐ Approved ☐ Denied

## STAFF TIME TABLE CHECKLIST

- ☐ **Pre-application conference with Planning and Development Department Staff (optional).**

Date: \_\_\_\_\_ Participants: \_\_\_\_\_

- ☐ **Application and required plans filed with the Village.**

Date: \_\_\_\_\_ Received by: \_\_\_\_\_

- ☐ **Application fee received by Village.**

Date: \_\_\_\_\_ Received by: \_\_\_\_\_

- ☐ **Application and submitted plans verified as being complete.**

Date: \_\_\_\_\_ Reviewed by: \_\_\_\_\_

- ☐ **Determination by Zoning Administrator as to whether requested application requires approval or recommendation from another body under the zoning ordinance (e.g., conditional use permit, site plan approval). (Skip if N/A)**

Review Authority: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

Action Taken: ☐ Approved as presented ☐ Approved with modifications ☐ Denied

- ☐ **Building Inspector (or designee) action.**

Designee: \_\_\_\_\_

Date: \_\_\_\_\_ Action Taken: ☐ Approved as presented ☐ Approved with modifications ☐ Denied

- ☐ **Applicant notified of decision.**

Date: \_\_\_\_\_ Sent by: \_\_\_\_\_

- ☐ **Attached in Smart Search.**

Date: \_\_\_\_\_ Attached by: \_\_\_\_\_

- ☐ **Attached and closed in Beehive.**

Date: \_\_\_\_\_ Closed by: \_\_\_\_\_